

A.D. 10.5, Public Service Work

Prepared for signature 6/17/98 - effective 8/3/98

1. Policy. The Department shall encourage each Unit to identify and implement projects and services which benefit the public welfare through inmate participation.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4398 and 3-4399.
 - C. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-5A-07 through 3-ALDF-5A-12.
 - D. Administrative Directive 9.2, Inmate Classification.
3. Eligibility. An inmate may be approved for involvement in public service work in accordance with Administrative Directive 9.2, Inmate Classification.
4. Public Service Work. Activities and services to state, municipal, or local government agencies, or to community and private non-profit organizations may include, but shall not be limited to:
 - A. Volunteer projects related to maintaining or elevating the quality of the environment, including the enhancement and beautification of hiking trails, camp areas, beaches and parks.
 - B. Labor and maintenance in building restoration projects, soup kitchens and churches.
 - C. Participation in humanitarian endeavors, at nursing homes and community shelters.
 - D. Involvement in public speaking for schools and community groups.
 - E. Construction of goods to be donated to a state, municipal, or local government agency or to a community or private non-profit group.
5. Prohibition. Service to a private individual or to an individual's private property shall be prohibited.
6. Work Proposal. A staff member, inmate or citizen may propose a public service activity to a Unit Administrator. The proposal shall include:
 - A. The nature, structure, and type of organization involved.
 - B. The types of services or activities to be provided.
 - C. A system to monitor participation of inmates.
 - D. Frequency, location and duration of activities.
 - E. Number of persons necessary to coordinate activities, including community volunteers or non-correctional staff involved in the activity.
 - F. Transportation required.
 - G. A process for reporting and documentation of activities.
7. Public Service Agreement. Towns, municipalities, and state agencies, may be provided work crews whenever possible, to perform work of a public service nature. In return for these services, each agency shall

agree to comply with the following guidelines:

- A. Supervision of assigned inmates. Where constant supervision is not provided, frequent, random checks shall be conducted.
 - B. Transportation of inmates shall be by:
 - 1. State or municipal vehicles, (private vehicles shall not be allowed);
 - 2. Drivers with valid driver's licenses, (inmates shall not be allowed to drive);
 - 3. Vehicles which allow inmates to be seated in passenger seats and seat belted at all times.
 - C. During the course of the work day, inmates shall not be allowed access to telephones, or receive visits at the work site.
 - D. Inmates shall not receive gifts or other items from public service program personnel.
 - E. Individuals who work with inmates shall not make telephone calls on behalf of inmates, mail letters for them, obtain items or provide any other personal services.
 - F. Under no circumstances shall inmates be interviewed, photographed, or questioned by members of the media without prior approval of the Unit Administrator.
 - G. During lunch breaks, inmates shall not be allowed access to the community without supervision, or be permitted to visit establishments where alcoholic beverages are sold or served.
 - H. Inmates shall not be unsupervised in any area where dangerous substances, weapons, chemicals, alcohol, or drugs are stored.
 - I. If the job being performed requires use of safety equipment (steel-toe shoes, goggles, ear plugs, respirator masks, hard hats, etc.), this equipment shall be provided by the program sponsor. The inmate shall be required to use the safety equipment.
 - J. Under no circumstances shall inmates be allowed access to drugs, alcohol or money.
 - K. Notification shall be made by the work supervisor as appropriate for the following incidents:
 - 1. Escape - Contact the Unit Administrator immediately at the facility.
 - 2. Medical Emergency - Call 911, then notify Shift Supervisor at the facility.
 - 3. Illness or Injury - (Non-Emergency) - Any injury, however minor, shall be reported to the Shift Supervisor upon return to the facility.
 - 4. Problem behavior - Contact Shift Supervisor immediately at the facility.
 - 5. Poor Work Performance - Notify Shift Supervisor upon return to the facility, the facility shall conduct an investigation and the individual may be replaced.
 - L. Any unusual event or circumstances shall be reported to the Shift Supervisor upon return to the facility. The filing of an incident report may be required in some cases.
8. Exceptions. Any exceptions to this Administrative Directive requires prior written approval from the Commissioner.